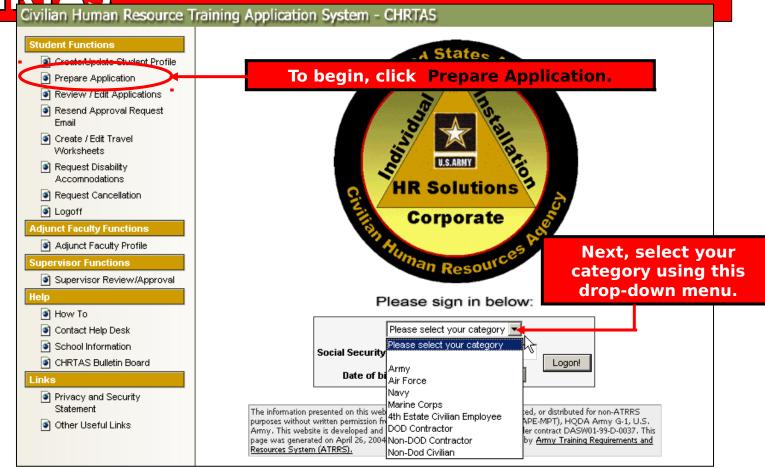
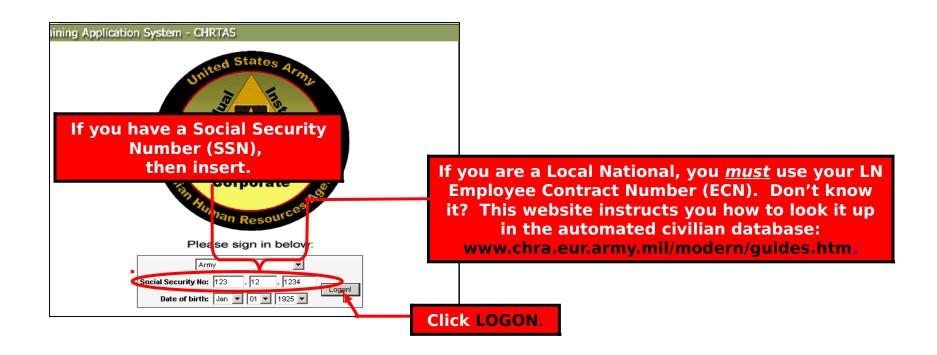
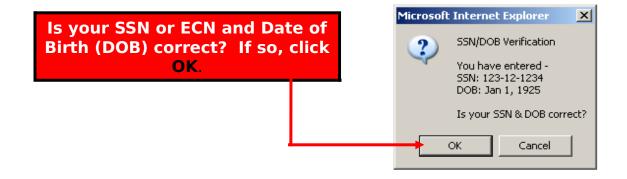
How to Apply for a Course in CHRTAS



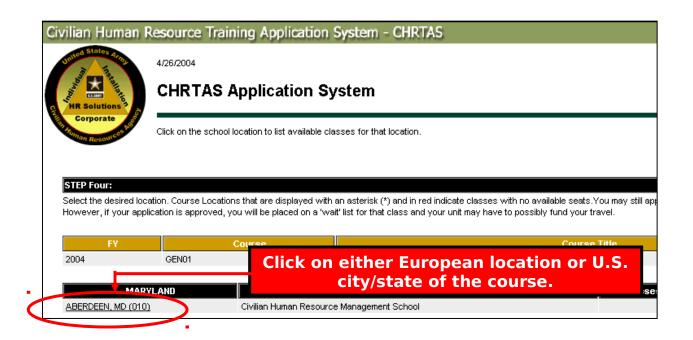


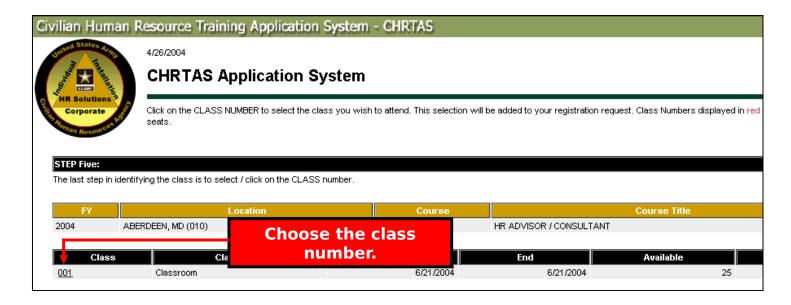


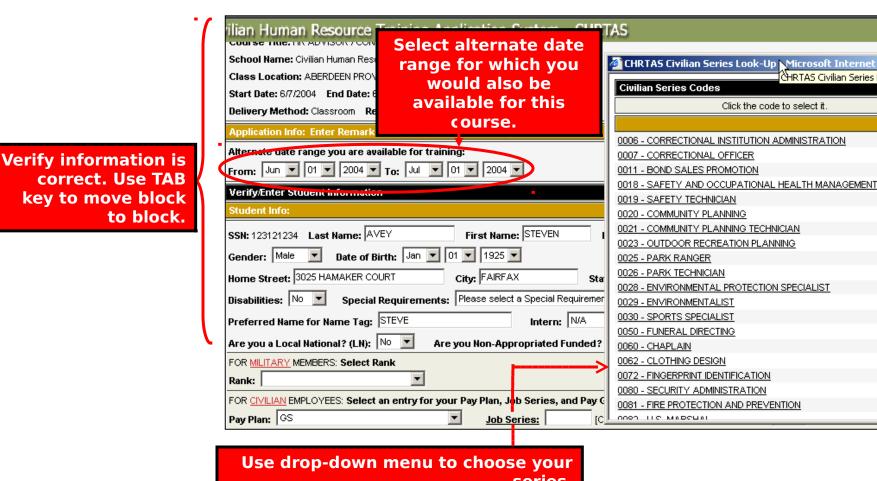


Civilian Human Resource Training Application System - CHRTAS 4/26/2004 CHRTAS Application System Corporate Select an FY and Course from the lists below. Find A Course Perform the steps below to find a course. Step One The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years. FY: 2004 🔻 Select fiscal year from the drop-down menu. Step Two In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course. Course: GEN01 - HR ADVISOR / CONSULTANT **Choose course for which you are** registering from the drop-down menu. Step Three The last step is to press the Search button. Search

Press Search button.







series.

Pay Plan Grade

LN employees only

Student's Contact Info: Office Symbol: HQDA-PMT Major Command (MACOM): ARMY STAFF (CS) Installation: DEPARTMENT OF THE ARMY Organization Address: 111 ARMY DRIVE City: WASHINGTON State: DC ▼ **ZIP:** 20310 Country: UNITED STATES OF AMERICA **Commercial Phone pattern Verify information** [Country Code] [City Code] [Phone is correct. Use TAB Number] key to move block . 555 DSN: 235 Fax: 202 1234 to block. Are you a supervisor? Yes (If so, please complete the items below) How many employees do you supervise? 21+ Length of time in current position? 12 year(s) month(s) Total length of time in a supervisory position? 10 vear(s) month(s) Important! Since CHRTAS uses email to notify students, ensure you enter your correct email address. If it is not entered on Use your military email Email: AVEYM@H address. Approving Supervisor's Contact Info: Important! Please ensure you enter your approving supervisor's correct em Is email of your supervisor correct? This is vital as application If the address is entered incorrectly, your application will not be processed. Email: MAVEY@ASMR.COM is automatically sent to your supervisor for approval. Comments: Add any comments here. STEP Seven: You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again Click here to finish. SUBMIT THIS APPLICATION